

APPENDIX E-363 P

CUSTOMER RETURNS (CREDIT AND RETURNS REPORT), REPORT OF

1. REPORTS USED

- a. Credits and Returns Report, (DLA(M)225(C)), DLA Form 261.
- b. Report of Customer Returns, appendix F-47.
- c. Area Returns Listing, appendix F-157.

2. CRITERIA FOR PREPARATION

a. The Credits and Returns Report, required for management review of the Customer Excess Returns Program on both the local and headquarters level, is prepared and submitted monthly, broken out as to line item count and dollar value, for each of the Military Services (Army, Navy, Air Force and Marine Corps), and a total of returns data. The report is due on the 15th day following the reporting month.

b. The Area Returns Reports, providing summary statistics for all FSC, for specified geographic area (by Service DoDAAD AACs) are prepared and submitted simultaneously.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. The Pricing Branch, Budget Division within the Office of Comptroller is responsible for the preparation and processing of the report.

b. The Materiel Support Branch, Management Support Office, DSO is responsible for such assistance as may be required.

4. INSTRUCTIONS FOR PREPARATION OF REPORT

a. SOURCE OF INFORMATION

The report DLA(M)225(C) (DLA Form 261) and the individual Area Returns Reports (in the same format) are prepared from information obtained from the Report of Customer Returns, appendix F-47, and Area Returns Listings, appendix F-157, as prescribed by chapter 40.

b. PREPARATION OF REPORT

Prepare original and five copies of DLA Form 261 for both the DLA(M)225(C) and individual Area Returns Reports, as follows:

<u>BLOCK</u>	<u>REQUESTS FOR DISPOSITION INSTRUCTIONS</u>
A	Unprocessed Balance B- Obtain from line A of F-47/F-157 listing.
B	Requests Received During Month - Obtain from line B of F-47/F-157 listing.
C	Credits Authorized - Obtain from line C of F-47/F-157 listing.
D	Authorized Returns Without Credit - Obtain from line D of F-47/F-157 listing.
E	Advice to Dispose - Obtain from line E of F-47/F-157 listing.
F	Unprocessed Balance E.O.M - Obtain from line H of F-47/F-157 listing.
G	Total Line Item Count of Customer Excess Materiel Rejected - Obtain from line G of F-47/F-157 listing.
H	Action Due to Nonreceipt - Obtain from line I1 of F-47/F-157 listing.
I	Customer Cancellation - Obtain from line I of F-47/F-157 listing.
J	Inventory Value of Creditable Materiel Received - Obtain from line J of F-47/F-157 listing.

(1) The columns identified as TOTAL NR LI and DOL VALUE on the F-47/F-157 listing must be adjusted, by subtraction of the columns identified as Coast Guard and Other and DOL VALUE, prior to inclusion of the DLA Form 261 in the total columns identified as NO. OF LINE ITEMS and DOLLAR AMOUNT.

(2) Enter month and year, of reporting period, in Month Ending column.

(3) Enter complete address of the DSC submitting Report in From column.

(4) If additional information is required, enter in Remarks column.

(5) Distribution of Report:

The completed DLA(M)225(C) and individual Area Returns Reports will be distributed as follows:

(a) Original and 1 copy - to HQ DLA, ATTN: DLA-CS.

(b) 2nd copy - to Capital Funds Branch, Office of Comptroller.

(c) 3rd copy - to Budget Division, Office of Comptroller.

(d) 4th copy - to Pricing Branch, Budget Division, Office of Comptroller.

(e) 5th copy - to Materiel Support Branch, Management Support Office, Directorate of Supply Operations.

5. DISPOSITION OF FORM AFTER FINAL ACTION

Completed DLA Forms 261 for the RCS DLA(M)225(C) will be retained until they are to be destroyed under current records disposition procedures.

6. FLOWCHART

Flowchart not required.